Introduction: This document provides a concise overview of the Project Plan for New Jersey's Statewide Voter Registration System (SVRS). The various project related tasks are appropriately categorized into phases and those tasks that may require some level of county involvement have been listed separately in front of the "County Tasks" tab. A more detailed description of the Project Plan is provided in the SVRS High Level Project Guide document.

Timeline

3/01/05 — 3/09/05 — 5/3/05 — 8/19/05 — 10/25/05

Phase

PHASE 1 PROJECT INITIATION PHASE

PHASE 2 BUSINESS NEEDS ASSESSMENT AND GAP ANALYSIS

PHASE 3 DESIGN AND IMPLEMENTATION PLANNING

PHASE 4 SOFTWARE MODIFICATION AND TESTING

Tasks

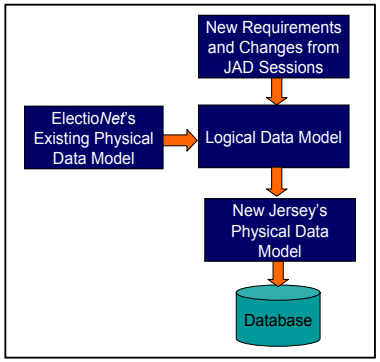
Tasks Completed
- Project Plan
- Project Kickoff Meeting
- Application Demonstration

Tasks Commenced
- Joint Application Development (JAD) Sessions

Tasks Completed
- JAD Sessions
- Change Management Initialization
  - ✓ Communications Plan
- Application Technology Support **(ATS)** team has completed the first round of visits to establish an "in-person" contact with the technical leads for each county office to gain understanding of the "As-Is" Network Architecture and to lay out a floor plan for the "To-Be" physical network.

Tasks Ongoing
- **Identifying Functionality Gaps:** involves identifying functionality that is either missing or needs to be modified in the existing Electio*Net* application for NJ.
- **Finalizing the Functional Requirements Specification Document (FRSD):** captures the all the functionality and features of the customized application including the changes agreed upon during the gap analysis
- **Updating the Requirements Traceability Matrix** that provides a detailed listing of all requirements and how they map to the application level requirements specified in the Request for Quotation.
- County Site Visits by
  - ☑ Data Conversion team
  - ☑ Hardware and Software Deployment and Installation team
  - ☑ Change Management Team for Training Needs Assessment

Planned Tasks
- **Design and Implementation Planning** to address Gaps identified in Phase 2
- **Finalize Technical Architecture Design Document** that will describe the application in terms of how the data flows through it and the network architecture required to support it.
- **Complete Hardware/Software (**HW/SW) **Deployment & Installation Plan**
- Organization Change Management Pre-Implementation
  - ✓ Deploy Communications Plan & Change Integration Plan
- **Design Data Model and Database:** A Data Model is a visual representation of all the tables where data is stored and how those tables interrelate with each other.



Electio*Net*'s existing data model will be enhanced to incorporate all the State's specified requirements, features and changes: including those discussed during JAD sessions. The Physical Data model will describe the actual database that will be implemented.

- **Develop Training and Post Implementation Support Plan:** develop training plans and schedules that are synchronized with the project's implementation schedule

Planned Tasks
- **Application Development:** Electio*Net*'s modules will be customized to meet NJ's requirements specified in the FRSD. Rigorous Internal Testing will be conducted including
  - ☑ **Developer Testing –** reviewing and testing code during development
  - ☑ **Unit Testing -** verifying the smallest testable elements of the software
  - ☑ **System Testing -** end-to-end functioning of the system
    - ➢ Load / Stress Testing
    - ➢ Security Testing
    - ➢ Integration Testing
      - ✓ Data Migration / Conversion Testing
      - ✓ Data Transfer (Interface) Testing
- **User Acceptance Test (UAT) Plan:** will involve the users testing the application with the converted data. The user acceptance criteria and the System Test Plan will serve as the foundation for the UAT plan, which will include:
  - ☑ UAT Schedule for testing
  - ☑ Identification of participants to be involved in the testing
  - ☑ Training schedule for these identified users if necessary
  - ☑ High-level Test definition and validation criteria
- **Pilot Implementation and Support Plan**
- **Training Materials and Documentation**
- **Application Manuals and Supporting documentation**
- **User Acceptance Testing**
- **Establish Managed Server Sites**: where local servers with county-level data will be tested and deployed.

County Tasks

- Project Planning
- Attend Demos
- Provide Input on requirements during the JAD sessions
- Confirm and gain consensus on requirements

- Review Functional Requirements specification Document
- Host Site Visits by Data Conversion, ATS and Change Management teams.
- JAD Parking Lot Issue Tracking & Resolution

- Review Technical Architecture & Database Design
- ATS team may need to talk with the technical leads in your county with regards to the County workstations, Servers, etc
- Host site visits to assist in extraction of data. The Data Conversion Work Plans include tasks, start / end dates and staff involvement at the local level
- Change Management team will coordinate scheduled visits to counties to assess training needs and concerns.

- Finalize Pilot Implementation Plans (includes training plans)
- Test and accept the customized application based on the users' acceptance criteria.

Timeline

8/10/05 — 11/07/05 — 12/10/05 — 01/30/06

While there is some overlap of activities among phases, Phase 7 activities cut across all the phases.

Phase

PHASE 5 PILOT IMPLEMENTATION	PHASE 6 STAGED ROLLOUT AND DEPLOYMENT - REMAINING SITES	PHASE 7 CONVERSION AND INTERFACE	PHASE 8 PROJECT CLOSE-OUT AND TRANSITION TO MAINTENANCE AND SUPPORT

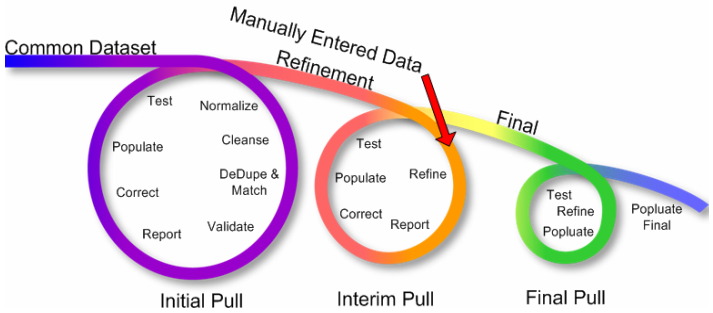
Tasks

Tasks Completed
Pilot Selection: counties have been identified for Pilot Implementation

Planned Tasks
- Pilot counties will be provided with all necessary documentation and training.
- **Pilot Installation and Support:** This will involve verification of HW/SW for each pilot county. Extracting, transforming and loading of Pilot Counties' Data to SVRS based on county-specific **business rules** to ensure consistent transformations across all counties. Executing the Pilot Implementation Plan and providing ongoing support.
- Document Pilot Results
- Distribute/Review Pilot Implementation Results with Key Stakeholders

Planned Tasks
- **Full Deployment and Production Implementation Tracking:** The recommended approach for final deployment is implementation of the remaining locations in four groups of counties. All locations within a group will go live on the Electio*Net* system on a Monday morning. A final cut of data from the legacy system will be made after users have processed Wednesday's activity. This final cut of data will then be converted over the weekend and integrated into the full functioning SVRS. On Monday, all locations will have access to the production system, along with the converted data specific to their location.
- The application will be updated as appropriate, to fix any issues identified during the Pilot implementations. All issues will be tracked and distributed at daily meetings for review by the implementation team. The issues may or may not be software related, but a log will be maintained for the life of the implementation and used to provide metrics on the status of the implementation effort.
- Training needs assessment completed for all counties.

Planned Tasks
- **Data Conversion:** The data conversion effort is logically segregated into 3 distinct cycles each of which requires successful completion of the preceding cycle.
  - ☑ **Cycle 1**- *March 2005 thru July 2005* – Initial Data Collection, analysis, format identification and first local election staff data cleanse session
  - ☑ **Cycle 2**- June 2005 thru September 2005 –Interim Data Pull, Data Validation, Enhancements and second local election staff data cleanse session.
  - ☑ **Cycle 3**- October 2005 thru December 2005 – Final Data Pull



- **Interface with Direct Impact Agencies (DIAs):** Electio*Net*'s **External Interface Server (EIS)** and Processes will support the secure sharing of information between DIAs listed below and the SVRS:
  - ☑ **Motor Vehicle Commission (MVC) –** Electio*Net*'s external MVC interface supports daily MVC extracts that contain driver's name, license number, address, date of birth, optional fields: (if available in MVC) SSN, voter gender, etc. Supports real time queries to MVC.
  - ☑ **Department of Health and Senior Services (DHSS):** interfacing with the DHSS (Vital Records/Death File) eliminates (automatically) any voters that are identified as deceased (in-state). Electio*Net* will run a match between vital records extract (provided by HSS) and voter registration database. Exact matches will be flagged for purge/delete.
  - ☑ **Department Corrections (DOC) & Administrative Office of Courts (AOC) -** interfacing with the DOC and AOC database is to suspend (automatically) a citizen's voting rights if he or she is identified as a felon or on probation or parole. Electio*Net* will run a match between vital records extract and voter registration database to flag exact matches for suspension.

Planned Tasks
- **Warranty Support:** will be provided when the first site goes 'live' and will continue until one complete election cycle
- **Organizational Change Management**:
  - ☑ Close-out unresolved implementation issues
- **Final System & Technical Documentation**
- **Final User Manuals**
- **Project Wrap-up** will include
  - ☑ Ensuring all system documentation is finalized and delivered
  - ☑ All knowledge transfer activities are complete and the system is ready to be transitioned from the developer to the maintenance and support staff

County Tasks

- Host install of hardware and software
- Validate and correct errors in the converted data
- Review/Submit/Obtain Signoff of Pilot Site Results
- Host training for pilot users

- Host install of hardware and software
- Validate and correct errors in the converted data
- Review/Submit/Obtain Signoff on full implementation results
- Host training for users

- Local election staff will receive reports providing details related to data conversion activities and as well, output identifying cleanse / validation actions at the record level. Such reports will provide the avenue whereby local staff will address data cleansing tasks necessary to ensure a quality conversion to the SVRS database.
- Scheduled contact as identified in the Data Conversion & DIA Work Plans.
- Data Issues reports will be shared with both the data owners and the State's Elections team for clarifications.

- Implementation issue resolution
- Participation of local staff in knowledge transfer related activities
- Project Acceptance